

Baldvis Equestrian and Pony Club

My Pony Club Website Instructions
For Existing PCAWA Members

1. Open your web browser and in the address bar type in the address of the My Pony Club website, make sure to enter this exactly as shown and press enter.

osm-pony.omnisportsmanagement.com/


2. You will then be taken to the My Pony Club website



3. You will need to select the Members section with your mouse

MEMBERS

4. You will need enter your pony club ID number and password and click Login when done

 **Current member?** And wanting to update profile or re-register?

My Pony Club ID :
(Enter your Pony Club Number)

Password :

There is probably a good chance you cannot remember your password, so use the forgotten password link:

[Forgotten your password?](#) [Click here](#)

You will be prompted to enter your pony club ID and the e-mail address you registered it with. Use the button to send the reset link to your e-mail address. If you can't remember the e-mail address you used, please contact the club secretary at secretary@baldvisponyclub.com

Pony Club ID :

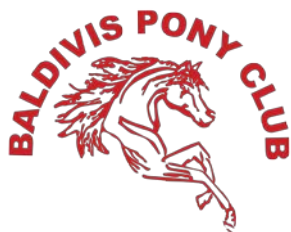
Email Address :

Follow the link you receive in the reset e-mail, and enter your new password. Use the button to complete. You can then login with your new password

New Password :

Confirm Password :

(Passwords must be a minimum of 8 characters)




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5. After logging in you will land on your home page

Welcome to My Pony Club Home Page

6. You should take the time now to ensure you details are up to date and correct, use the  button to check and edit your details.

Your profile section contains some privacy settings to agree to and the first 3 are compulsory.

Privacy Settings

When you provide personal information you agree that this will be used by Pony Club Australia Inc. and other Pony Club Australia Inc. under the terms of our privacy policy and that you may be sent information.



I understand that I may receive communications regarding Pony Club Australia Inc. programs and activities from Pony Club Australia.


I understand that I may receive communications regarding Pony Club Australia Inc. programs and activities from Western Australia.

I understand that I may receive communications regarding Pony Club Australia Inc. programs and activities from Baldvis Equestrian & Pony Club Inc..





I wish to receive further offers from Pony Club Australia Inc. and other Pony Club Australia Inc. Organisations regarding other products and services.

I wish to receive other offers from third parties who have a relationship with Pony Club Australia Inc. or other Pony Club Australia Inc. Organisations about their products and services.


7. If you wish to log out you will need to scroll the top menu with the  button. From there you can access the  button.

8. To renew your membership click on the  button.

9. This will take you to your membership page where your membership details are available. Members will find their current membership will be valid till Jan 31st 2017.

Membership	State Name	Club Name	Begin Date	End Date	Status	Receipt	Action	Transfer
2016 Ordinary Riding Member	Western Australia	Baldvis Equestrian & Pony Club Inc.	01-Feb-2016	31-Jan-2017	Current			
2015 Ordinary Riding Member	Western Australia	Baldvis Equestrian & Pony Club Inc.	01-Jan-2015	31-Dec-2015	Expired			

10. Now click on the  button to begin the process.

11. The first screen is a summary of your membership. Click  to continue

My Pony Club ID : 6008245

Name : Ashlee Healey

Update Membership

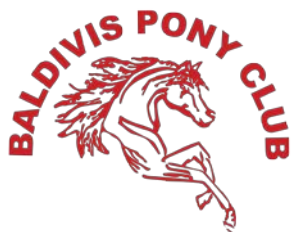
State : Western Australia

Club : Baldvis Equestrian & Pony Club Inc.

Current Status : Active







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12. Use the dropdown list to select the type of membership you require.

The screenshot shows a web form with a dropdown menu. The menu is currently open, displaying a list of membership options. The top of the menu shows "--Please Select--" with a downward arrow. The list of options includes:

- 2017 - Adult Supporter
- 2017 - Adult Supporter Mounted
- 2017 - Associate Riding Member
- 2017 - Associate Riding Member 2nd Sibling
- 2017 - Club Coach Mounted
- 2017 - Lead Line Member
- 2017 - Life Member
- 2017 - Ordinary Riding Member
- 2017 - Ordinary Riding Member 2nd Sibling

Definitions:

Adult Supporter: This is compulsory for riding members (Associate & Ordinary) who are under the age of 18 years. Please ensure that if a riding member under the age of 18 years joins the club, then you must have an adult supporter registered otherwise your membership will not be accepted by the club

Adult Supporter Mounted: Use this if you are an adult supporter AND you wish to ride at PCAWA events as an open rider. Open rider insurance will cost \$125 from PCAWA, but you will also be covered as an adult supporter saving you \$45 by not having to purchase both.

Associate Riding Member: Any pony club riding member between 17 and 25 years of age.

Associate Riding Member 2nd Sibling: Any pony club riding member between 17 and 25 years of age, who is a sibling of a current riding member. Baldivis Pony Club extends a \$25 discount on its club fees for extra riding members of the same family. Please be aware that an adult supporter is required for each sibling under the age of 18 years.


Club Coach Mounted: Only for appointed Baldivis Pony Club Instructors.

Lead Line Member: For any riding member who is in lead line class.

Life Member: For life members of Baldivis Pony Club.

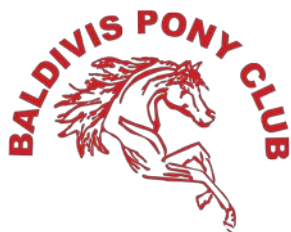
Ordinary Riding Members: Any riding member who is under the age of 17 years.

Ordinary Riding Member 2nd Sibling: Any pony club riding member under 17 years of age, who is a sibling of a current riding member. Baldivis Pony Club extends a \$25 discount on its club fees for extra riding members of the same family. Please be aware that an adult supporter is required for each sibling of this membership class.

13. Once you select a membership you will be shown the associated description, along with the cost. Use the  button to continue.

The screenshot shows a form with the following fields:

- Price : \$305.00
- Select Membership Type : 2017 - Associate Riding M (dropdown menu)
- Description : Riding members between 17 and 25 years



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To sign these electronic forms you just need to enter your initials and dates where required

* I understand that no liability can be accepted by the Association or Centre concerned in the event of an injury or accident occurring (please sign with initials)

* I understand that PCAWA reserves the right to refuse any person access to PCAWA activities if it is reasonably believed that participation may be detrimental to the person's health (please sign with initials)

Use the **Continue** button when you have filled in all the required fields, the system will tell you if there are any errors and what those errors are.

17. For adult supporters and coaches alike there will be a prompt to provide screening information. For adult supporters who have a child as a riding member of the club, you should select "Parent Exemption" and then click the **Continue** button.

For coaches, you will be required to provide a current Working with Children Check. The details will need to be entered and if you are tech savvy, you can upload an image. Click on the **Continue** button to progress.

--Please Select--
--Please Select--
WWCC
Parent Exemption

18. You will need to read and agree to the policies outlined by PCAWA

Western Australia Terms and Conditions

Terms of Agreement :

PLEASE ENSURE YOU HAVE READ TO THE BOTTOM AND UNDERSTAND BOTH THE CODE OF CONDUCT AND DISCLAIMER.

CODES OF CONDUCT

Rider

I accept these Terms of Agreement

Privacy Policies :

PONY CLUB ASSOCIATION OF WESTERN AUSTRALIA INC

Visual Images Release Form

From time to time the Pony Club Association of Western Australia Inc (PCAWA) creates promotional material to create awareness in the community of sporting events connected with horses as well as the physical, mental and spiritual benefits to young people participating in such sporting events.

Thank you for agreeing to be part of PCAWA's promotions.

I accept the Privacy Policy

Use the I accept these Terms of Agreement check box to accept them

19. You will also need to check and fill in the parent or guardian consent, and click **Continue** to for the next step

Parent or Guardian Consent

By checking this box I, agree to my child obtaining this membership

20. The next section is the policies of Baldvis Pony Club, please read and understand these. To accept these terms check the I accept these Terms of Agreement checkbox and **Continue** to continue.

Baldvis Equestrian & Pony Club Inc. Terms and Conditions

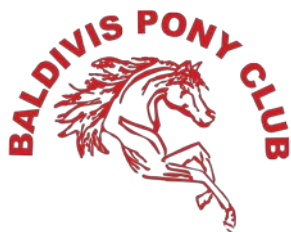
Terms of Agreement :

Compulsory Helper Duty Levy

We raise the majority of our income by running events throughout the year. These events raise money for our club to maintain the grounds, buy new equipment, and to help pay for our coaches. Without these events, the Pony Club could not operate. Each family is expected to assist with the running of these events. This is in addition to the condition that all Baldvis Pony Club members entering a club-run event must supply a helper.

As well, riders and their parents or guardians are required to help set up arenas at each rally and to take them down at the

I accept these Terms of Agreement



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21. The next section provides the option of purchasing PCAWA merchandise, but this will complicate the payments processing for our club during enrolment, so we suggest you leave these for the time being.

Extras Available						
Merchant	Product Name	Price	Color	Size	Quantity	Total Item Cost
Western Australia	PCAWA I Love Pony Club' Bumper Sticker	\$1.00	Red, White, Black, Yellow	210X65mm	<input type="text"/>	
Western Australia	PCAWA Book Sticker	\$1.00	White, Black, Red and Yellow	75X95mm	<input type="text"/>	
Western	PCAWA Cap - Active Riding	\$8.00	Green	One size fits	<input type="text"/>	

IMPORTANT

At the bottom of the extras list is the Baldvis Pony Club helper duty levy. As part of the terms and conditions you are **required** to pay \$100 per riding member.

For existing members who are re-enrolling, this levy is rolled over at the end of each year to those who have fulfilled the helper duty requirements. Although you are required to add the fee, it will be automatically credited for the 2017 year.

Please ensure you have selected the quantity required **only once**, as you could be completing this process a number of times for each member and adult supporter

Western Australia	Postage - Stickers ONLY	\$2.00			<input type="text"/>	\$0.00
Baldvis Equestrian & Pony Club Inc.	Helper Duty Levy	\$100.00			<input type="text" value="1"/>	\$100.00

Change the quantity and click on the 'Update' button to add or delete items

Total Cost : \$100.00

Update

22. The next screen will display a modal window advising you of how credit card payments will be processed. You will need to check the I Acknowledge checkbox and

Please be advised that for payments processed using a credit card, the transaction will appear on your bank/ credit card statement as Omni Sports Coffs Harbour. Please acknowledge.

I Acknowledge

23. When the modal window closes you will see a summary of the fees payable for the selected renewal

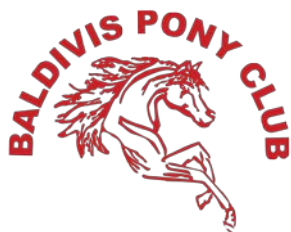
Summary of Fees

Registration Fees :	
Registration	Fee
Pony Club Australia	\$3.50
Western Australia	\$86.50
Baldvis Equestrian & Pony Club Inc. - Associate Riding Member	\$215.00

Extras Fees :						
Merchant	Product	Size	Color	Qty	Price	Amount
Baldvis Equestrian & Pony Club Inc.	Helper Duty Levy			1	\$100.00	\$100.00

Electronic Processing Fee : \$11.95

Total : \$416.95



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24. You will need to select your payment method from the dropdown list. Credit card payments are for payments that are made in full and also attract a merchant fee.

Credit Card	▼
Credit Card	
EFT	


EFT Option:

- For anyone who is unable to make the payment in full now
- For those who may be making multiple payments (subject to approval) then please use this option. Please be aware that Baldivis Pony Club will require the PCAWA component be paid prior to the first rally, otherwise your member will not be permitted to ride.

Credit Card Option:

- For those able to pay all fees immediately
- Please be aware there is a merchant fee applied for this option

25. Please check that you have included your Helper Duty Levy for in at least one of you membership applications.

Use the  button to complete the process

Should you have any questions regarding the online enrolment, please e-mail Leesa at secretary@baldvisponyclub.com and we will be able to assist.